

## Purpose

To establish the policy and procedure and to place responsibility for processing, approving and accepting Change Orders.

## Policy

Authority for approval and execution of a Change Order (Form C-100, & C-107) is assigned and delegated as follows. Section 104 of the Utah Standard Specifications for Road and Bridge Construction will govern changes in major and minor contract items.

Project Engineer has approval and execution authority up to \$25,000 except for specification changes.

Region Director has approval and execution authority for amounts exceeding \$25,000. Region Director may delegate approval and execution authority to the Project Manager.

Region Construction Engineer approves all Stewardship participation/non-participation in accordance with established agreements. Approves specification changes.

Federal Highway Administration approves all Non-Stewardardship participation/non-participation in accordance with established agreements.

**IN NO INSTANCE WILL WORK COVERED BY THE AUTHORIZATION TO PROCEED OR CHANGE ORDER BE STARTED, OR A CHANGE IN THE CONTRACT MADE WITHOUT AN AUTHORIZATION TO PROCEED OR CHANGE ORDER BEING FIRST PREPARED IN ACCORDANCE WITH THE FOLLOWING PROCEDURE.**

## **Procedures**

### **Change Orders**

### **UDOT 08B-10.1**

**Responsibility:** Project Engineer

### **Actions**

#### **“CHANGE ORDER PROCESS”**

1. Determine the necessity for preparing a Change Order, governed by the contract and standard specifications. (Coordinates proposal with Project Manager, Region Construction Engineer, Preconstruction Engineer, Operations Engineer, and local government when applicable). This will include a description of the work to be performed, changed, modified or added, and the reasons for the work to be added to or deleted from the contract. Before negotiation with the Contractor, prepare a preliminary estimate of quantities and costs for the work to accompany the proposed Change Order.
  - a. Prepare Change Order. Fax copy of all change orders to Project Manager for review. For specification changes and stewardship projects, fax copy to the assigned Region Construction Engineer for review. For non-stewardship projects, fax a copy to the assigned FHWA Construction Engineer. When there is Local Government involvement, fax a copy to the person designated to bind their funding. After the review(s) are completed, obtain Contractor approval signature, (original signatures required on two copies).
2. When contract management is being performed for a local government, their approval is required. Verify the person signing is acceptable to the local government to bind their funding for the change.
3. Approve the Change Order for the Department up to \$25,000 (overrun or underrun).
4. If the Change Order is for a specification change, or the estimated cost or net change in cost is more than \$25,000, recommend approval of the Change Order.
5. When required signatures are obtained, forward two copies with original signatures to the Region Director (via the Project Manager). Retain one copy in project file.

**“AUTHORIZATION TO PROCEED”**

6. Authorization to Proceed, Form C-107 is only used in an emergency situation. Whenever the Project Engineer is of the opinion the time necessary to prepare, submit, and obtain approval on a Change Order because of an emergency will result in delays to the orderly progress of work, prepares Form C-107 specifying the extra work to be completed, reason for the change, and the total estimated cost of performing the work.
  - a. Obtain necessary verbal approval prior to start of additional work by direct contact with Project Manager (who will contact the Region Director), Region Construction Engineer, Local Governments when applicable and Federal Highway Administration in accordance with established agreements (major changes will normally require prior written approval) to assure participation and concurrence. Document all contacts on the Authorization to Proceed.
  - b. Authorize the Contractor to proceed with the work on the Authorization to Proceed, Form C-107.
  - c. Acquire the required signatures for the Authorization to Proceed.
  - d. Actions 1 through 5 of the “Change Order Process” are to be completed within two weeks. Attach approved copy of the Authorization to Proceed.

**Responsibility:** Project Manager

7. Review Change Order or Authorization to Proceed with Program Development for the accumulation of extra work exceeding \$100,000 on Federal & State projects. Review all extra work for contract maintenance projects with the Region Operations Engineer. This review may require consulting with the Region Director.
  - a. If the priority for use of funds is not authorized, the unapproved Change Order is returned to the Project Engineer.
  - b. If the priority for use of funds is authorized, indicates concurrence of Program Development or Region Operations Engineer.
8. Review Change Order with Region Materials Engineer when applicable.
9. Approve Change Order up to amount delegated by Region Director.
10. Recommend for approval and forward Change Order to the Region Director for amounts exceeding delegation level or the Region Construction Engineer for specifications changes.

**Responsibility:** Region Director

11. Approve Change Order for the Department. Can delegate approval authority to Project Manager.

**Responsibility:** Region Contracts Specialist

12. Make the necessary record.
13. Obtain approval (participating or non-participating) from the Region Construction Engineer for Stewardship Change Orders. Obtain approval for specification changes.
14. Forward to Federal Highway Administration Change Orders requiring their approval, in accordance with established agreements.
15. When all required signatures are obtained, forward one original executed of the Change Order to the Contracts, Estimates and Agreements Manager and one original executed Change Order to the Project Engineer, retain copy of the executed Change Order.

**Responsibility:** Project Engineer

16. Forward original executed Change Order to the Contractor.

**Responsibility:** Contracts, Estimates & Agreements Manager

17. Make the necessary record.
18. Retain original executed change order in project files.